## JOURNAL OF TRANSPORTATION AND STATISTICS

## Guidelines for Manuscript Submission ▼ Instructions to Authors

After <u>retaining a copy for your files</u>, submit two double-spaced copies of your manuscript to:

Deborah Moore, Managing Editor Journal of Transportation and Statistics Bureau of Transportation Statistics US Department of Transportation Room 3430 400 7th Street SW Washington DC 20590

As the manuscripts are subject to peer review, submission of a paper indicates the author's intention to publish in the *Journal of Transportation and Statistics*. Simultaneous submission of a manuscript to other journals is unacceptable. Previously published manuscripts, whether in an exact or approximate form, cannot be accepted. Check with the editor if in doubt.

All manuscripts must be prepared in an electronic format and double-spaced with a 1" margin on all sides. Double-space all material, including quotations, the abstract, and any notes. All figures and tables should appear at the end of the paper, and each should be on a separate page. Include the figure name and filename on the bottom of the page.

Articles prepared in LATEX software will be accepted.

Cover page. This page should include the title of the manuscript, the author's name, mailing and email addresses, and telephone number. The following page should contain a <u>one-paragraph abstract</u> of the manuscript of about 100 words. The abstract should include the title of the manuscript, briefly describe the contents of the paper, and explain the research method and results. The abstract should not contain any abbreviations or acronyms.

**Graphic elements**. Make sure that figures and tables are called out in the text. The title of your article, along with the figure or table number, should be written on the bottom of the page. Figures and tables should appear at the end of the paper, and each should be on a separate page. Figures need to be on high-quality paper, no more than  $8\frac{1}{2}$ " x 11" in size, in black ink. Complicated graphics are to be avoided, and print should be large enough to allow for considerable reduction.

**References.** The reference style follows the *Chicago Manual of Style.* In the text, include the author, year, and page number. For example: Road dust also accounted for over 30 percent of emissions of very fine particles—those measuring 2.5 microns or smaller. (Barnard 1996, 17). Complete references must appear at the end of your

manuscript. Include enough information in your reference so that the reader can find the document or contact its author. References should be alphabetized by authors' last names. When an author has more than one publication, place the oldest one first. Include the place of publication and publisher for books, and volume, month, or issue, and pages for journals. Examples of various types of references follow:

Gordon, R. 1990. The Measurement of Durable Goods Prices. Chicago, IL: University of Chicago Press

in the text: (Gordon 1990)

Kargon, R.H., ed. 1974. *Maturing of American Science*. Washington, DC: American Association for the Advancement of Science.

in the text: (Kargon 1974)

Michaelis, L., D. Bleviss, J.-P. Orfeuil, and R. Pischinger. 1996. Mitigation Options in the Transportation Sector. Climate Change 1995: Impacts, Adaptations and Mitigation of Climate Change: Scientific-Technical Analysis, Contribution of Working Group II to the Second Assessment Report of the Intergovernmental Panel on Climate Change. Edited by R.T. Watson, M.C. Zinyowera, and R.H. Moss. Cambridge, England: Cambridge University Press.

in the text: (Michaelis et al. 1996)

National Academy of Sciences (NAS), Committee on National Statistics. 1985. *Sharing Research Data*. Washington, DC: National Academy Press.

in the text: (NAS 1985)

Yates, C. 1992. Eurocontrol Comes of Age. *Jane's Airport Review* 4:3.

in the text: (Yates 1992)

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